



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: MOTOR VEHICLES

DIVISION: LICENSING OPERATIONS DIVISION

POSITION TITLE: CEA 2 - DRIVER SAFETY BRANCH CHIEF

SALARY: \$7558 - \$9164

FINAL FILING DATE: UNTIL FILLED

DUTIES/RESPONSIBILITIES

Under the direction of the Licensing Operations Division Deputy Director, this position manages the Driver Safety Branch (through four Regional Administrators and two headquarters operational areas). The Driver Safety Branch has approximately 500 employees located in Headquarters as well as 12 remote field offices throughout the state. The Branch Chief oversees the allocation and expenditures of a budget of more than \$32 million. Responsibilities include providing direction and input as well as directing operational implementation of all applicable legislation, statutes, policies and regulations related to the mission critical Driver Safety Program. This position handles the development of responses to correspondence from the legislature, industry, other states, federal government, and the public, regarding the Driver Safety Program. Additionally, the Branch Chief represents departmental management concerning the Driver Safety Program in contacts with other governmental agencies, industry groups and public organizations. Communicates effectively with the public, media, Legislators and attorneys regarding the policies and procedures of the Driver Safety Program. Incumbent is the Database Administrator for the Driver Safety Automation Program.

DESIRABLE QUALIFICATIONS

Candidates should possess most or all of the following:

- Knowledge of departmental operations including driver safety and related programs.
- Knowledge of the provision of the Administrative Procedures Act.
- Knowledge of general “due process” principles applicable to administrative hearings.
- Familiarity with the conduct of administrative hearings throughout the state.
- Demonstrated decision-making ability.
- Strong personnel management and leadership skills.
- Well-developed interpersonal skills.
- Effective oral and written communication skills.
- Ability to understand and apply Case Law.
- Ability to communicate with all levels within and outside the department.
- Ability to ensure accurate and timely service to all customers.
- Ability to manage a program through offices in various statewide locations and serving a variety of customers.

PERSONAL CHARACTERISTICS

Honesty, integrity, and respect for our employees and customers.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

MINIMUM QUALIFICATIONS (Continued)

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management.
- (2) Ability to plan, organize, and direct the work of multi-disciplinary, professional, and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively promote equal opportunity in employment.

These knowledges and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization).

FILING INSTRUCTIONS

All interested applicants must submit:

A standard original State application (Form 678).

A Statement of Qualifications. This Statement of Qualifications is to be a discussion of the candidates' education and experience that would qualify them for this position.

The Statement should be no more than two pages in length.

The application and Statement of Qualifications are to be submitted to:

Department of Motor Vehicles - Selection Services Unit
2570 24th Street
1st Floor Lobby - Examination Drop Box
Sacramento, CA 95818

Or mail to:

Department of Motor Vehicles
Selection Services Unit
P.O. Box 932315 – Mail Station G208
Sacramento, CA 94232-3150

Questions regarding this examination should be directed to Leslie Perry at (916) 657-6325 or CALNET 437-6325. California Relay Telephone Service for the deaf or hearing impaired from TDD Phones: 1-800-735-2929; from voice phones: 1-800-735-2922.

EXAMINATION INFORMATION

The applications and Statement of Qualifications will be reviewed by a screening committee. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their personal qualifications and experience. Interviews may be conducted with the most qualified applicants. All accepted applicants will be notified of their final score.

The results of this examination may be used to fill subsequent vacancies in this position if they occur within the next twelve months or a new examination may be scheduled.

BULLETIN RELEASE DATE: February 6, 2007